



# **REQUEST FOR INFORMATION (RFI)**

**R22-075NS**

Date issued: April 26, 2022

## **BANDSHELL FEASIBILITY STUDY FOR ACACIA PARK**

**THE CITY OF COLORADO SPRINGS**

## **Request for Information (RFI) – Bandshell feasibility study for Acacia Park**

**RESPONSES DUE: May 20, 2022 3:00 pm M.S.T**

Respondents must provide a response in accordance with the Background and Statement of Work (Section 1.3). The Statement of Work lists all information requested. Respondents may submit responses in their own format with no format limitations.

### **CONTACT:**

**NICOLE SPINDLER**

**PROCUREMENT SERVICES MANAGER**

**PHONE #:** (719) 385-5265

**EMAIL ADDRESS:** [Nicole.Spindler@coloradosprings.gov](mailto:Nicole.Spindler@coloradosprings.gov)

### **1.1 PURPOSE**

The City of Colorado Springs is soliciting information from the professional services community for a potential future solicitation.

It is the City's intent in issuing this Request for Information (RFI) to determine whether there are interested and qualified sources that can provide these services, and to determine a budgetary estimate for this service.

### **1.2 REQUESTS FOR INFORMATION DEFINITION**

Responses to this RFI are considered non-binding and are only used to gather information to be used for budgetary and specification preparation purposes. It will also be used to determine the number of companies that exist in the industry for a possible future competitive procurement and/or to determine the possible existence of potential piggyback opportunities if other government contracts exist.

It is not the intent of the City to award a contract as a result of this RFI. However, if the responses indicate little or no interest, the City reserves the right to pursue a competitive negotiation process or to consider an unsolicited proposal or piggyback opportunity without issuing a formal RFP if it is in the best interest of the City. If this RFI determines that there are sufficient interested and qualified vendors/contractors and favorable monetary estimates, the City may issue a formal RFP (Request for Proposal) for these services. If an RFP is issued, then all firms that responded to this RFI will be added to our source list and will be formally invited to propose.

### 1.3 BACKGROUND AND SCOPE OF WORK

In 2020, the City of Colorado Springs' Parks, Recreation, and Cultural Services Department completed a master plan for Acacia Park. Acacia Park is the oldest city park in Colorado Springs and is at the heart of the thriving downtown business and residential district. The master plan documents are available [here](#). Among the recommendations outlined in the plan is a feasibility study for the historic bandshell in the park. The study is intended to examine ways to reuse and reactivate the bandshell, to include a structural analysis of the original and mid-century addition. The objectives of this RFI include:

- Explanation of the scope for a bandshell structural study to include the area around the bandshell, approximately 150 feet east and west of the bandshell foundation
- Explanation of the scope of a bandshell feasibility study to evaluate historic significance and potential for adaptive reuse.

The study should also include a public process.

The purpose of this RFI is to identify vendors that have the capacity to fulfill requirements as described in the Section 1.5 Response Submission.

### 1.4 PROCEDURAL INFORMATION

Vendors may make inquiries concerning this RFI to:

Nicole Spindler  
City of Colorado Springs  
Procurement Services Division  
Phone: (719) 385-5265  
[Nicole.Spindler@coloradosprings.gov](mailto:Nicole.Spindler@coloradosprings.gov)

**Amendments to this RFI may be issued at any time prior to the time set for receipt of submittals. The City will post all addenda on the City's solicitation web-site [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com). It is the respondent's responsibility to check the web-site for posted addenda.**

### 1.5 RESPONSE SUBMISSION

Responses should be prepared simply and economically while still providing pertinent details of the vendor's ability to meet the requirements specified in this document (or portions thereof) and as stated below.

The City of Colorado Springs requests a **letter of interest** for businesses that wish to provide professional services to perform a feasibility study for the bandshell and

surrounding area within Acacia Park. Please keep letters to a maximum of 3 pages in length and outline:

- Owner bio/general business information such as length of time in operation and current focus
- List of services
- Previous relevant projects related to this effort
- List of proposed or potential collaborators and/or subject matter experts.
- Cost range for stated scope.

Please keep in mind that proposals should complement, not compete, with current park activities and should further the goals outlined in the master plan. Based on the level of interest, the City will determine next steps for performing a feasibility study.

Responses will be accepted by the Procurement Services Division through: May 20, 2022 by 3:00 PM M.S.T.

Responses shall be submitted electronically on [www.bidnetdirect.com](http://www.bidnetdirect.com).

## **1.6 COST OF RESPONSES**

The City of Colorado Springs is not liable for any cost incurred by vendors in preparing their response. Respondents may be asked to clarify or expand upon information provided.

## **1.7 PROPRIETARY INFORMATION**

If a response contains information that the respondent does not want disclosed to the public, or used for any purpose other than the evaluation of this response, all such information must be indicated with the following or similar statement: *"The information contained on pages \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ shall not be duplicated or used in whole or in part for any purpose other than to evaluate the response provided. If a contract is awarded to this firm as a result of the submission of such information, the City of Colorado Springs shall have the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit the City of Colorado Springs' right to use the information herein if obtained from another source."*

All such nondisclosure items specified in the response shall be subject to disclosure as provided in the Colorado Open Records Act (CORA) or as otherwise provided by law.

## **1.8 RESPONSE MATERIAL OWNERSHIP**

All material submitted in response to this RFI becomes the property of the City of Colorado Springs except for software products that are made available for demonstration purposes and proprietary material.